

**SECURITY CLEARANCE SF86 FORM
SELECT "NATIONAL AGENCY CLEARANCE"**

The Government requires all security clearance information to be filed electronically. Attached are instructions on how to download the Electronic Personnel Security Questionnaire (EPSQ) SF86 to your computer. The website is <https://sclient.dss.mil/download>. Additional information can be found at <http://www.dss.mil/epsq/page141.htm#manuals>. **If you have questions on the installation or use of EPSQ, please contact the Help Desk at 1-888-282-7682, Option 3, or e-mail them at EPSQ_QUESTIONS@MAIL.DSS.MIL.**

Be sure to complete the form in its entirety and save it to a disk. Include your Name, Social Security Number, and password on the disk. Also, include a signed hard copy (USE BLACK INK), and a validation report that indicates zero (0) errors.

Leave items A-P blank; they are for the use of the security office.

Item 8c/d will be filled in by the security office once they review/verify your proof of U.S. citizenship. A U.S. passport, a naturalization certificate, or a birth certificate from your state is acceptable.

THE SF86 INSTRUCTS YOU TO GO BACK 7 YEARS EXCEPT ON SOME QUESTIONS, WHICH PERTAIN TO YOUR WHOLE LIFE. THEY WILL BE LISTED AS "HAVE YOU EVER...?"

PLEASE NOTE: Item 11 starts with month/year to present. Under the employer block, list your present employer, and insert the proper code in the block. **IF YOU ARE CURRENTLY UNEMPLOYED** put down the month/year that you became unemployed to present and use code 7.

EXAMPLE: Aug 95-present/McDonalds/code 9/1212 Highway
Drive, Anywhere, VA 00000

or

Aug 95-present/code 7/no other explanation is required.

Please be sure to go back a complete 7 years including 7 years from the month in which you are completing the form. If you received the SF86 in Jan 99, go back to at least Jan 92. **DO NOT LEAVE ANY GAPS IN TIME;** a separate block must be used for every entry.

EXAMPLE: May 96-Present/Burger King/code 9
Feb 94-May 96/unemployed/code 7
Jul 93-Feb 94/ABC Car Wash/code 9
May 89-Jul 93/US Department of Agriculture, code 4

For all questions that have a yes or no answer, all yes questions **MUST** be explained—basically, who, what, when, where, or why.